



## FALL 2007 MI-ACCESS STUDENT PRE-IDENTIFICATION

The Fall 2007 MI-Access assessment window will take place October 8-November 16, 2007. In preparation for administering MI-Access assessments to eligible students this fall, districts **MUST** pre-identify students in the OEAA Secure Site ([www.mi.gov/oeaa-secure](http://www.mi.gov/oeaa-secure)). To receive preprinted student answer documents from the contractor, districts must complete the Pre-ID process by **September 13, 2007**.

After September 13, districts **MUST** continue to pre-identify students in the OEAA Secure Site and then locally print Pre-ID student barcode labels, which will then need to be affixed to the appropriate student answer documents. Whenever possible, districts are encouraged to use a laser jet printer when locally printing, rather than an ink jet printer, to produce Pre-ID labels (some scanning equipment is not able to read the ink from inkjet printers). Complete instructions for locally printing Pre-ID barcode labels are available in the *OEAA Secure Site User Manual*, which can be found on the log-in page of the OEAA Secure Site.

**IMPORTANT!** Districts that return answer documents without Pre-ID barcode labels will be contacted and instructed by the contractor to assign students to the MI-Access Test Cycle at the OEAA Secure Site; then the contractor will print the Pre-ID barcode labels. There will be a fee (to be determined) per answer document for this necessary service.

Students must be pre-identified for the following MI-Access assessments:

Fall 2007 MI-Access Assessments			
Grades Administered	Participation	Supported Independence	Functional Independence
3-8	English Language Arts	English Language Arts	English Language Arts
3-8	Mathematics	Mathematics	Mathematics
5 and 8	Science	Science	Science

### OPTIONS FOR PRE-IDENTIFICATION:

There are three options available to districts for pre-identifying MI-Access student for Fall 2007 assessments. The information below describes each option that districts may elect for pre-identifying students at the OEAA Secure Site. Note that option C is not available to all districts.

#### Option A

Districts will create a data file in the required format and load the file onto the OEAA Secure Site for Fall 2007 prior to the deadline. The required file format can be found on the login page of the OEAA Secure Site. Now both .csv and .txt files types are accepted on the OEAA Secure Site.

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Option A is recommended for districts that are large, complex, or have the technical capabilities to complete this process.

### **Option B**

Districts will load their own pre-ID data using the available tools on the OEAA Secure Site to pre-ID students. The spring 2007 Single Record Student Database (SRSD) data is available for the districts to use the SRSD copy function.

Using the SRSD copy function and other tools on the OEAA Secure Site is a good option for districts that are smaller or less complex.

### **Option C**

*Option C is NOT available for all districts.*

OEAA has loaded student pre-identification information from Spring 2007 SRSD using the information specified in the Projected Destination School Report. The Projected Destination School Report was based on a comparison of your district's SRSD submission from the end of 2005-2006 school year and the Fall 2006 SRSD submission.

Once the students have been loaded, you should continue to use the tools on the OEAA Secure Site to move students and add students as needed. Please note: If Option C is chosen, all students will be loaded into the Fall 2007 MEAP Grades 3 – 9 test cycle. Any MI-Access students will then need to be moved to the Fall 2007 MI-Access test cycle.

You may want to choose Option A or Option B if your district has opened or closed schools, or if the school assignment patterns are being changed.

### **PRE-ID MATERIALS PROVIDED TO DISTRICTS:**

The MI-Access assessment administration contractor will provide the following preprinted materials for students who are 1) pre-identified in the OEAA Secure Site by the September 13 deadline, and 2) assigned to a specific MI-Access test type (Participation, Supported Independence, or Functional Independence).

1. Preprinted Participation Student Answer Documents: ELA, Mathematics, and Science
  2. Preprinted Supported Independence Student Answer Documents: ELA, Mathematics, and Science
  3. Preprinted Functional Independence Student Answer Documents: Mathematics, and Science
  4. Preprinted student barcode labels to affix to the Functional Independence ELA Student Answer Documents.
- Note that students who are pre-identified by September 13 for the Functional Independence ELA assessment will receive a preprinted ELA barcode label to affix to the ELA answer document, rather than a preprinted answer document.
  - If students are pre-identified in the MI-Access test cycle, but are NOT assigned to a particular MI-Access test type, only generic preprinted barcode labels will be provided to the district. Those labels will need to be affixed to the appropriate blank student answer documents. After September 13, districts and schools will need to use the OEAA Secure Site to locally print Pre-ID student barcode labels.

Districts that do not pre-identify students in the OEAA Secure Site by September 13 will NOT receive preprinted student answer documents or preprinted student barcode labels. These districts must locally print the student barcode labels and affix them to the student answer documents themselves.